

FORM FOR OFFER FOR BRANCH PREMISIES

TECHNICAL BID

To
The Zonal Manager
Bank of Maharashtra
3rd Floor, Yashomanagal,
F.C Road, Shivajinagar, Pune. 411005.

Dear Sir/Madam,

Reg: Offer to let out/ lease my/ our building/ premises for the bank at: _____

In response to your advertisement dtd _____ in the daily _____, I / We offer to your Bank, My/our premises at _____ admeasuring _____ Sq Ft (Carpet Area) for opening of your branch as per the details/ terms & conditions given below:

Sr No	Particulars	
1	Name of Landlord(s) and address for communication with Telephone numbers	
2	Location & full postal address of the building offered with dimension measurement, layout plan of premises etc	
3	Whether in Commercial area or in Residential area	
4	Whether the building is having permission for commercial use	
5	Floor and area of the premises offered Sq Ft (Carpet area)	Basement – Ground Floor – Mezzanine Floor – First Floor -
6	Name of any Bank (Branch/Administrative Office functioning in the same building or adjacent building)	
7	Strong room – Strong room will be provided/constructed as per Bank's specifications by the owner at his/her own cost	YES/NO
8	ATM room with separate entrance & rolling shutter is to be provided by owner at his/her own cost	YES/NO
9	Whether ramp for Divyangjan is/will be provided by owner at his/her own cost	YES/NO
10	Whether parking space is available a) Parking area available – whether covered/uncovered b) Will it be for exclusive use of Bank	YES/NO
11	Quality of flooring (Vitrified tiles of Bank's Choice/colour to be provided by landlord for banking area)	

12	Whether the offer is for new/renovated or under construction building	
13	If under construction, time required for completion	
14	The date by which the building can be handed over to the Bank along with completion/occupation certificate	
15	Description of other Establishments in and around the proposed building	
16	Whether three phase power supply with 20 KVA power load will be made available	YES/NO
17	Whether adequate safe drinking water facility is/will be made available	YES/NO
18	Whether proper writing to bear the load of Air conditioners is/will be made available	YES/NO
19	Whether proper sanitation/drainage system is/will be provided along with two independent w.c/toilet blocks	YES/NO
20	Whether sufficient space for power back up/Generators is/will be provided	YES/NO
21	Whether 'A' class earthing as per IS specification is/will be provided	YES/NO
22	Premises to be painted as per Bank's colour & specification	YES/NO
23	Rolling shutter & collapsible gate to be provided at the main entrance	YES/NO
24	Lease period	15/20 years with _____% increase in rent after every 5 years
25	Lease Deed will be executed as per the Bank's approved format. Registration/stamp duty expenses to be shared by Bank & Landlord	50:50

Signature/s

Place:

Name(s):

Date:

Address:

Enclosures –

1. Site plan clearly demarcating premises offered, with area statement on carpet basis.
2. Plan of the building.
3. Photographs of the premises.
4. Permission for commercial use.
5. Completion/occupancy certificate